

Maricopa Central Regional Council Partnership Community Assets/Needs Assessment

Roles of Consultative Team Members

Coordinator

- Help identify existing data and reports that will facilitate data collection
- Provide input to the consultant and the (rough) draft will then be presented at June Regional Partnership Council meeting.
- Provide input to the consultant on the second draft which will then be presented at the July Regional Partnership Council meeting
- Provide suggestions to the consultant for the revised draft which will be presented to the Regional Council Partnership for review and comment.

Consultant

- Work with Regional Coordinator to create proposed study approach for completing needs and assets report
- Attend monthly council meetings as needed
- Provide secondary review of existing data sources relevant to *Section III* of the State's Community Assessment report template
- Undertake data collection and analysis
- Perform quantitative data entry specific to indicators relevant to *Section III* of the State's Community Assessment report template no later than June 30, 2008
- Create, assist in creation, or oversee creation and implementation (as appropriate and in consultation with team members) of primary data collection tools such as surveys, focus groups, or community stakeholder interviews to be implemented no later than June 15, 2008
- Provide feedback on a first (rough) draft of the regional needs and assets report to Regional Coordinators prior to the June Regional Partnership Council meeting
- Provide feedback on second draft to the Regional Coordinator prior to the July Regional Partnership Council meeting.
- Co-present final assessment report to Regional Council with LeCroy & Milligan Associates, Inc. staff no later than August 1, 2008

When data is unavailable, consultant and coordinator will discuss strategies for obtaining information using other methods or alternative data sources when possible. Efforts to obtain data and potential data sources will be reflected in the reporting tool.

Regional Council Members

- Identify existing data, studies, and needs assessments unique to region or of interest to council members (May)
- Comment on and approve proposed study approach, including methods, and data sources (by May 31st)
- Provide input and comment on draft report (June meeting)
- Review and approve revised draft (by July 31st)
- Approve final report (by August 31st)